

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

Announcement Number:	13-042
Date of announcement:	23 April 2013
Closing Date:	15 May 2013 (All applications must be received before 1600 on the closing date)
Start Date No Later Than:	N/A
Position Description & #:	Flight Services/ Airfield Management/ Base Operations #0968265
Duty Location:	152AW, Reno, Nevada
Unit:	152 OSF– Flight Services Management
Area of Consideration:	Statewide*; Current members of the Nevada Air National Guard
Grade:	Enlisted, Min E-3/A1C-Max-E-6/TSgt
AFSC:	Open to any AFSC
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	SFC Anderson (775) 887-7391/DSN 530-7391 roy.h.anderson.mil@mail.mil
Unit Point of Contact:	SMSgt Henle (775) 788-4703 / DSN 830-4703 joseph.henle@ang.af.mil
NOTE: *Statewide means: Only current members of the Nevada Air National Guard AGR's, Active Duty or Traditional Soldiers (M Day) may apply.	

13-042

HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!

1. Initial NGB Form 34-1, dated 201011, must be complete with original signature (Available on NGB Forms) http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Physical:
 - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
 - **AF Form 1042**, (Only required if announcement requires applicant to be on Flight status)
 - Medical documents which indicates a Permanent Profile higher than a "1" in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
3. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
4. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
5. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
6. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
7. Initial A memo from Security Manager showing current clearance. Must currently hold a Secret Security Clearance.
8. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
9. Initial Last five EPRs/OPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPR/OPRs.
10. Initial Photograph:
 - Official Military Photo in Dress uniform without headgear preferred (Home Photo is acceptable). Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).
11. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

12. Initial Applicants email address: _____
(Applicants will be contacted by email or phone for interviews)

Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:

Nevada Military Department

ATTN: HRO AGR Branch NGNV-HR-AG

2460 Fairview Drive, Carson City Nevada 89701-5502

All applications must be received before 1600 on the closing date of this announcement. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties: This position is located in the Flight Services Section, Airfield Management/Base Operations function of the 152 Operations Group, 152 Airlift Wing, Nevada Air National Guard Reno.

Its primary purpose is to manage, direct and oversee the operation of all airfield activities and facilities under jurisdiction of the air base, and to coordinate as necessary with all applicable agencies, base flying activities and transient military aircrews and aircraft as well as civilian aircraft utilizing ANG facilities. Coordinates and maintains liaison with military, federal, and local agencies concerning airspace utilization, safety of flight, search and rescue operations, base contingency and operational plans. Provides direct support to aircrews as an integral part of our nation's air traffic control system. Performs plans, develops, administers, and conducts services required of a Flight Service Section and an Airfield Management/Base Operations function. Directly supervises several other separate, however, distinct functions within the Operations Group, such as Aviation Resource Management Systems, Administration, Training and Personnel.

-Plan, organize and coordinate airfield management activities during and after airfield operating hours. Identifies need for and coordinates all airfield construction and repair projects for both major and minor airfield improvement projects. Acts as the unit liaison with host airport authority to analyze impact of construction on operational flying activities. Evaluates airfield management activities to ensure compliance with established Air Force and FAA policies and directives. Advises unit commander(s) and staff on all airfield management related matters. Develops and applies Letters of Agreement, Host Tenant Support Agreements, Inter-Services Support Agreements, Operational Plans, support of deploying units, and other support agreements as necessary with local and non-local agencies to support routine base flying activities as well as to respond to aircraft incidents; in-flight emergencies; search, rescue, and recovery operations; evacuations; and similar disasters, whether on or off base. This includes directing base emergency response forces on the airfield. Plans and develops operating instructions and emergency action checklists to ensure timely response in the event of emergencies. Ensures installation and operational aspects of secondary crash network to assure immediate notification and response in the event of an emergency. Conducts airfield-related inspections and takes positive action to eliminate unsafe flying conditions. Review, formulates, and issues written instructions to clarify Air Force, MAJCOM, and NGB guidance, and develops special instructions for non-routine assignments

-Develops and manages base flight line driving program to include training, certification, and remedial action when required. Established procedures for controlling privately owned vehicles on the flight line.

-When designated as the Operations Directorate's Resource Advisor (RA), serves as primary point of contact for Responsibility Center Manager (RCM) and Comptroller personnel on all resource management matters affecting the

unit. Develops initial budgetary requirements, programs available dollars, and identifies unfunded requirements. Monitors financial programs within Operations, consolidates initial requirements received from CCM, and validates unfunded requirements. Plans and anticipates allotment of workdays for the Operations Directorate and ensures that adequate O&M funds are available to support yearly deployments, exercises and TDY.

- Coordinates air operations functions with air route traffic control center; control tower; aircraft maintenance; crash and rescue; transient alert; and command section. Establishes procedures for gathering and maintaining current flight information and reporting statistical data relative to the base operations function. Interprets policies and flight directives pertaining to flight plans and local flight clearances.
- Reviews flight schedules, flight plans, local aircraft clearances, statistical mission data, and NOTAM files to ensure accuracy, completeness, and conformance with governing directives. Inspects publication files of air operations and aircraft flying directives for completeness and currency. Reviews Flight Information Publications (FLIP).
- Supervises the procurement and maintenance of a complete stock level of publications, charts, maps, forms, office supplies, stereo flight plans, and other supplies and equipment required in the operation of the Operations Group.

AFSC QUALIFICATION REQUIREMENTS:

Open to any AFSC

ADDITIONAL REQUIREMENTS:

MINIMUM ELIGIBILITY CRITERIA:

To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Officer applicants cannot be reduced in grade to accept an AGR position. Officer applicants may not enter the AGR program in an overgrade status. The initial tour length is three years. Failure to become AFSC qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.